

**Georgia Cyber Academy (GCA)**  
**Board of Directors Meeting Minutes**

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**Date:** August 16, 2017  
**Time:** 6:15 pm  
**Location:** 999 Peachtree Street, NE, Suite 1120, Atlanta, GA 30309  
 Conference Call: 1.888.824.5783 Passcode: 55777021  
<http://tinyurl.com/GCA-Board-Room>

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**Board Attendees:** Ryan Mahoney (Board Chair), Erica Fener-Sitkoff (Vice Chair), Angela Lassetter, Ben Brumfield, Jeff Gates, Jemelleh Coes and Charlie Harper

**Staff Attendees:** Veronica Clemons (Interim Head of School), Staci Kimmons (District Academic Administrator), Andre Hopewell (Finance Manager), Aundrea Dickerson (High School Principal), Rosie Lowndes (Middle School Principal), Maria Waters (Elementary School Principal), Michelda Watson (FAST program administrator), Allison Yawn (Operations Manager), Janet Wheeler (teacher), Millicent Pilate (FAST), Trina Weaver (Elementary School Assistant Administrator), Stacy Clendenen (teacher), Jaimie Conner (teacher), Maria Blencowe (Family Engagement), Renee Taylor-Lord

**Other Attendees:** Alexa Ross (Board Attorney), Karen Ghidotti (K12) and John Kramer (K12 Finance)

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Summary of Actions:

	<b>Motion</b>	<b>Second</b>	<b>Vote</b>
Approval of July Board Minutes	Ben Brumfield	Dr. Erica Fener-Sitkoff	Unanimous Approval
Attendance Policy	Angela Lassetter	Dr. Erica Fener-Sitkoff	Unanimous Approval
Class Engagement Policy	Dr. Erica Fener-Sitkoff	Jemelleh Coes	Unanimous Approval
Enrollment Policy	Angela Lassetter	Erika Fener-Sitkoff	Unanimous Approval
Instructional Live Class Connect Size Policy	Angela Lassetter	Ben Brumfield	Unanimous Approval
Student to Instructional Teacher Ratio Policy	Angela Lassetter	Ben Brumfield	Unanimous Approval
Approval of FY 18 Budget to include 18 ½ additional hiring of staff	Charlie Harper	Erika Fener Sitkoff	Unanimous Approval
Adjourned at 8:47 pm	Charlie Harper	Erika Fener-Sitkoff	Unanimous Approval

## 1. Board Meeting Call to Order at 6:15 pm

## 2. Head of School Report

- Veronica Clemons, Interim Head of School, reported on the following items:
  - HR Announcements -
    - Middle School is fully staffed. The eleven teachers approved by the board have been hired and/or requests for hire have been sent.
    - At present, vacancies as follows:
      - Head of School
      - School Accountability Manager
      - Psychologist (1)
      - District Advanced Learner Program (ALP) Coordinator
      - Executive Director (Board)
      - High School
        - Science (2)
        - Special Education (2)
      - FAST
        - Family Engagement Coordinator (1)
        - Advisor (1)
  - Compliance & Training -
    - Data Collections Conference (Athens, GA): Aug. 30-Sept 1
    - FTE Count Date: October 3, 2017
  - Enrollment -
    - Reviewed enrollment numbers in each school (see board packet)
  - NWEA MAP Update (Delivered by Staci Kimmons) -
    - GCA School Leadership received training on August 9, 2017
    - Student Achievement Data Coordinators will own this project and will re-deliver the training to all GCA faculty on August 28, 2017
    - Fall Test Window: September 18-29, 2017
    - NWEA contract will be signed by the board president
  - Board Member Announcements/ Reminders -
    - Back to School Event - Stone Mountain: September 27, 2017
    - iNACOL Conference (Orlando, FL): October 23-25, 2017
      - Ben and Angela are confirmed to attend. There is still an opportunity for additional participants.
  - Two recommendations were made at the conclusion of the HOS report:
    - Add 504 report to future board meeting packets

- Plan for a Rtl overview presentation at a future Academic Oversight Committee meeting

### **3. Governance Committee Report -**

- The committee did not meet this month
- Erica Fener Sitkoff, Charlie Harper, and Ryan Mahoney met with the commission per their request. The following takeaways were noted:
  - The commission outlined their expectations, as we approach charter renewal
  - The commission provided positive feedback on the proposed policies including: class size ratios and enrollment cutoff
  - The commission indicated their full support of the Board in hiring an Executive Director for the GCA board, that it was a necessary action, and offered their support to the Board in the implementation of that role.
- Policies presented to full Board for Vote:
  - Attendance Policy
  - Class Engagement Policy
    - Karen Ghidotti confirmed that Blackboard Connect has the capability to measure live and recorded sessions for student attendance and a report for teachers to monitor class engagement policy
  - Enrollment Policy
  - Instructional Live Class Connect Size Policy
  - Student to Instructional Teacher Ratio Policy

### **4. Academic Oversight Committee -**

- Academic Oversight Committee members met with Ignite, Veronica Clemons and Karen Ghidotti this week to review the preliminary report. There are still some revisions that need to be made. We should have a final report by next month's meeting.
- Discussion and vote on the GCA Attendance Policy (unanimous approval)
- Discussion and vote on the GCA Class Engagement Policy (unanimous approval)
- Discussion and vote on the GCA Enrollment Policy (unanimous approval)
- Discussion and vote on the GCA Instructional Live Class Connect Policy
  - Amendment: This will be in effect by the October FTE count
  - unanimous approval
- Discussion and vote on the GCA Student to Instructional Teacher Ratio Policy
  - Amendment: This will be in effect by the October FTE count
  - unanimous approval

*Adjourned for a short break at 7:55 pm and resumed at 7:59 pm.*

## **5. Finance Committee Report**

- Andre Hopewell reviewed prioritized asks for board proposed ratios
- Andre Hopewell reviewed various enrollment scenarios and the impact on the FY 18 budget
- There was subsequent discussions regarding:
  - The decreased of \$300,000 by reducing Instructional Coaching from all core content areas to only math and science.
  - Impact of hiring additional staff
- FY 18 Budget was approved to include hiring of 18 ½ additional staff:
  - Elementary School (K-5) – 5 additional staff
  - High School (9-12) - 10 additional staff (math and science hires would be deferred for better candidate pool)
  - RTI/504 - 3
  - Counseling – Middle School – moved current part time (.5) Counselor to full time Counselor
- Staff estimated a total of 85 additional teachers would be needed to meet ratio policy. K12 indicated funds were not available for the 85 additional teachers. The Board requested that K12 provide further information regarding the actual cost of the 85 additional teachers.

Next Board Meeting: September 20, 2017

*Meeting adjourned at 8:47 pm*

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**\*To request August 2017 board packet items please email Mike Kooi, [mkooi@gacyber.org](mailto:mkooi@gacyber.org):**

Board Packet Documents for August 2017:

- August Board Meeting Agenda
- July Board Meeting Minutes
- Head of School Report
- GCA Attendance Policy
- GCA Class Engagement Policy
- GCA Enrollment Policy
- GCA Live Instructional Class Connect Size Policy
- GCA Student to Instructional Teacher Ratio Policy
- FY18 Budget
- Monthly Financial Report

- Board Ratio Analysis
- Enrollment / Withdrawal Report
- Family Academic Support Team (FAST) Board Report
- Special Education Board Report
- 9<sup>th</sup> Grade Academy Kickoff
- Human Resources Report
- Academic Dashboard